



Personnel Administration

Chapter 5

Process Transfers, Job Share and Discuss Concurrent Employment



Overview Objectives

By the end of this chapter, you will be able to:

- Define terms, concepts, and procedures
- Process Transfers
- Process Job Share



Transfer

The Transfer action is used whenever an employee was *previously entered into AASIS* and is transferred either within an agency or across agencies. The employee's master data information will be stored in AASIS so the receiving agency does not need to re-enter this data. The Personnel, Time, Benefits and Payroll Administrators will be notified via the SAP Inbox.

Stop! Think! Remember!

If an employee is transferring within the agency, **the person with the role of Agency Personnel Management, or CLJ Personnel Management will perform the Transfer Action.**

For all employees transferring across agencies, **OPM/State Payroll will perform the Transfer Action.**



Job Share

The person with the role of Agency Personnel Management MUST adjust the 'Employment percentage' field on the Planned Working Time infotype 0007, when processing the personnel action (PA40) for the job share employee. Otherwise, an overpayment may occur if the employee is in an exempt position. Also, the employee's annual and sick time will not accrue appropriately.

Concurrent Employment

Concurrent Employment Action should be processed by OPM/State Payroll Systems.

All Concurrent Employment Termination Actions are processed by OPM/State Payroll Systems.

Note:



Exercise Scenario #11

An employee is laterally transferring within your agency. Perform the Transfer Action.



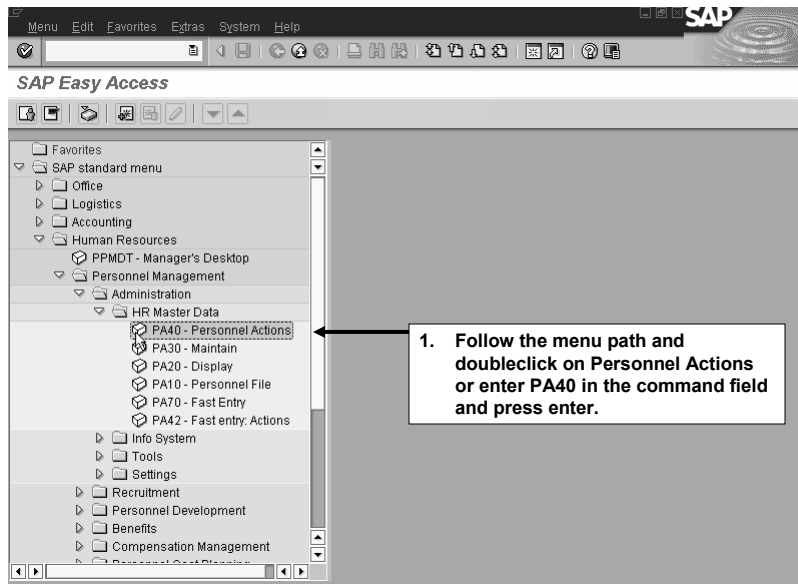


Demonstration

Transfer

Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions
(PA40)





5. Click Execute.

2. Enter the employee's Personnel number.

3. Enter the Transfer effective date.

4. Select Transfer.

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Note: The effective date must not be earlier than the beginning of the first pay period of the fiscal year. For example, an action initiated on 7/6/04 may have an effective date no earlier than 6/20/04.

If it is necessary for the agency to have an effective date beyond the first pay period of the fiscal year limit, the agency must send a request with justification to State Payroll Manager at the Office of Personnel Management/State Payroll (fax number 501-682-5094) for approval.



8. Click Enter.

9. Click Save.

6. Select the reason for the transfer from the drop-down list.

7. Enter the employee's new position number or use the drop-down list to select the new position number.

Infotype	Group	Subgroup	Start	End	Personnel area	DFA
7	State Extra/Seaso.	Hourly	09/20/2004	12/31/9999	FA01	DFA

Personnel action

Action Type: Transfer

Reason for Action: [Drop-down list]

Status

Customer-specific: No Concurrent

Employment: Active

Special payment: Standard wage type

Organizational assignment

Position: 220784 BUYER II

Personnel area: FA01 DFA

Employee group: 7 State Extra/Seaso.

Employee subgroup: 08 Hourly

Additional actions

Start date	Act.	Action type	ActR	Reason for act
09/20/2004	ZF	Hire	01	New Hire

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Note: The Reason code selected for the Action infotype 0000 must correspond with the Reason code selected for the Basic Pay infotype 0008.

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Copy Organizational Assignment

13. Click Enter.

14. Click Save.

Personnel No	2432	Name	State of Arkansas
EE group	7	Personnel ar	FA01 DFA
EE subgroup	U0	SSN	462-22-5856
Start	09/20/2004	to	12/31/9999

Enterprise structure

CoCode	ARR	State of Arkansas
Pers. area	FA01	DFA
Cost Ctr	383260	DFA

Personnel structure

EE group	7	State Extra/Seasonal
EE subgroup	U0	Hourly

Organizational plan

Percentage	100.00
Position	22078413
Job key	21667977
Exempt	N
Org. Unit	21705318

Leg. person

Subarea	0AL2	OT,Std,HB
Bus. Area	0610	DEPT OF FINANCE AND ...

Payroll

Pay. area	11	Arkansas Bi-Weekly
Contract	1000	Hours/Year

Administrator

PersAdmin	117	Constantine L. Staggars
Time	113	Sherry Lewis
PayAdmin	123	Linda Hill

Additional fields

Benefits Administrator	125	Phyllis
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10. Select the employee's scheduled working hours from the drop-down list.

11. Select the employee's personnel, time and payroll administrator from the drop-down list.

12. Select the employee's benefits administrator from the drop-down list.

13. Click Enter.

14. Click Save.

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NOTE : When the agency personnel with the role of Personnel Management, Personnel Specialist or Employee Benefits Specialists uses the transaction code PA30 Maintain HR Master Data to update the Contract field on IT0001 Organizational Assignment, the 2nd Program Grouping field on IT0171 General Benefits Information infotypes will automatically be updated. The start date entered on the IT0001 record will also be reflected on the IT0171 record.



The screenshot shows the SAP 'Create Monitoring of Tasks' screen. The interface includes a menu bar (Info type, Edit, Goto, Extras, System, Help) and a toolbar. The main form area contains the following sections:

- Personnel Data:** Personnel No. 1408, Name Turner, Status Active. Below this are fields for EE group (7), State Extra/Season, Personnel at, and EE subgroup (U8) Hourly.
- Task Section:** Task Type (End of Probation), Date of Task, and Processing indicator.
- Reminder Section:** Reminder Date and Lead/follow-up time.
- Comments Section:** A text area for entering comments.

Numbered callouts point to specific elements:

- 15:** Points to the 'Task Type' drop-down menu, which is currently set to 'End of Probation'.
- 16:** Points to the 'Date of Task' field.
- 17:** Points to the 'Enter' button in the toolbar.
- 18:** Points to the 'Save' button in the toolbar.
- 19:** Points to the 'Cancel' button (marked with a red X) in the toolbar.

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Note: This screen is optional. If you do not want to store any information on this screen, then skip to step 19.



Infotype Edit Data Display System Help

Copy Addresses

21. Click Enter.

Personnel No. 1498 Name Turn **22. Click Save.**

EE group 7 State Extra/Seaso... Personnel ar FA81 DFA

EE subgroup U0 Hourly SSN 432-54-1441

Start 10/22/2004 to 12/31/9999

20. Verify the employee's business address and telephone information. If necessary, change.

Address

Address type Business address

cto

Address line 1 1509 West 7th Street

Address line 2

City Little Rock

State/Zip Code AR Arkansas 72201

Country Key USA

Telephone number

Communications

Type	Number	Ext.
Type	Number	Ext.
Type	Number	Ext.
Type	Number	Ext.

Additional fields

Address Release Flag



Copy Unemployment State

Personnel No	1490	Name	Turner	Status	Active
EE group	1 Regular State Em	Personnel as	F801	DFA	
EE subgroup	UE Employee	SSN	432-54-1441		
Start	10/22/2004	to	12/31/9999		

Unemployment data

Tax authority	AR	Arkansas
Worksite		

Record created

This infotype is optional you may skip this screen and go to the next record by clicking on the Red X to cancel.



Infotype Edit Data Entries System Help

Copy Addresses

Personnel No. 1410 Name
EE group 1 Regular State Em... Personnel ar FA01 DFA
EE subgroup UE Employee SSN 432-54-1441
Start 10/2004 to 12/31/9999

Address

Address type Permanent residence
cto
Address line 1 9121 Sulpha Springs
Address line 2
City Little Rock
State/Zip Code AR Arkansas 72204
Country Key USA
Telephone number

Communications

Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte

Additional fields

Address Release Flag

ETR (1) (515) sapetr INS

27. Click Enter.

28. Click Save.

26. Verify the employee's permanent residence address and telephone information (optional). If necessary, change.



Infotype Edit Goto Extras System Help

Copy Planned Working Time

Work schedule

30. Click Enter.

Pers	Name	Turner	Status	Active	
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
EE subgroup	UE	Employee	SSN	432-54-1441	
Start	10/22/2004	To	12/31/9999		

Work schedule rule

Work schedule rule	OPEN08	Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times	
Working week	Sunday to Saturday	
<input type="checkbox"/> Part-time employee		

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

31. Click Save.

29. If necessary, change the defaulted information.

☒ New default for work schedule rule: OPEN08

PA30 sapetr OVR



33. Click Enter.

34. Click Save.

32. Select the reason from the drop-down list.

Verify that the hourly rate defaults to the appropriate amount. If necessary, change.

Wage Type	Long Text	Amount	Currency	Unit
1000	Hourly rate	11.7356	USD	
			USD	
			USD	
			USD	
			USD	
			USD	

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Note: The Reason code for the change to the employee's Basic Pay infotype 0008 must correspond with the Reason code selected for the Action infotype 0000.



Questions and Answers

